

U.S. DEPARTMENT OF ENERGY

OHIO FIELD OFFICE

HOW TO SUBMIT A FREEDOM OF INFORMATION ACT REQUEST

The Freedom of Information Act (FOIA) is a records statute that provides a means for individuals to request access to records of the federal government, including the Department of Energy.

The envelope should include the words "FOIA Request" and the letter should be as specific as possible in identifying the records to which access is being requested. Please include a daytime telephone number in case questions arise concerning the request. Also, a willingness to pay any fees associated with processing the request or a willingness to pay fees up to a specified amount must be stated in the request. If a waiver or reduction of fees is being requested, a brief description concerning why the records are needed should be included. Except with certain specific exceptions, a fee will generally be charged when more than one-half staff hour of work is devoted to locating, reviewing and making available for inspection or copying records requested pursuant to the FOIA request. The fees will recoup the full allowable direct costs incurred. Copying charges are \$.05 per page.

The FOIA requires that a requester ask for documents, not information. This means that an agency need only look for an existing document, not create documents or answer questions in response to FOIA requests.

Although the FOIA is primarily a disclosure law, not all documents requested under the FOIA are automatically released. There are nine exemptions under which records may be withheld from public inspection. Records may be withheld under the FOIA if they are:

1. Properly classified in the interest of national defense or foreign policy.
2. Related solely to internal personnel rules and practices
3. Specifically mandated to be withheld from public release by other statutes
4. Trade secrets and commercial or financial information which is obtained from a person and is privileged or confidential
5. Inter-agency or intra-agency memoranda or letters, attorney-client privileged information or attorney work product
6. Personnel and medical files and similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy
7. Investigatory records or information compiled for law enforcement purposes
8. Information contained in or related to certain examination, operating, or condition reports concerning financial institutions
9. Certain information concerning gas or oil wells

The adequacy of search for documents, the partial or full denial of documents, and fees assessed may be appealed. Such appeals must be made in writing, within 30 days of receipt of the denial letter to the following address:

Director
Office of Hearings and Appeals, HG-1
U.S. Department of Energy
1000 Independence Avenue, S.W.
Washington, D.C. 20585

Judicial review will thereafter be available within the district in which the requester resides or has their principal place of business, in which the Department's records are situated, or in the District of Columbia.

The FOIA mandates a response within 20 days of receipt of a request (excluding weekends and federal holidays). The DOE Ohio Field Office strives to meet this processing time frame; however, due to voluminous requests, and classification and legal reviews, some requests may take a longer period of time to complete.

HOW DO I MAKE A FOIA REQUEST

Written requests for records of the DOE Ohio Field Office (OH) and the five facilities for which it has programmatic responsibility, Fernald Environmental Management Project, Miamisburg Environmental Management Project (Mound), Ashtabula Environmental Management Project, Columbus Environmental Management Project and the West Valley Demonstration Project, should be addressed to:

U.S. Department of Energy
Ohio Field Office
175 Tri County Parkway
Springdale, OH 45246
betsy.volk@ohio.doe.gov
Attn: Betsy Volk, FOIA Officer

FOIA EASY FORM - Request information from the DOE Ohio Field Office

FOIA DECEASED REQUEST FORM - Request information on deceased individuals

**U.S. Department of Energy
Ohio Field Office**

FREEDOM OF INFORMATION ACT REQUEST FORM

Date: _____

TO: Betsy Volk, Freedom of Information Act (FOIA) Officer

U.S. Department of Energy
Ohio Field Office
175 Tri County Parkway
Springdale, OH 45246

Dear Ms. Volk:

Pursuant to the Freedom of Information Act (FOIA), I would like to request a copy of the following records:

Please let me know if the charge for processing my request is expected to exceed the Department of Energy's the minimum of \$15.00 or this amount, \$ _____, (I am willing to pay).

When the above requested records are found, please mail the records to me at the following address:

Name: _____

Address: _____

Phone: _____

Signature: _____

U.S. DEPARTMENT OF ENERGY - OHIO FIELD OFFICE
REQUEST FOR PRIVACY ACT INFORMATION OF DECEASED INDIVIDUAL

To: Betsy Volk; FOIA Officer, U.S. Department of Energy, Ohio Field Office,
175 Tri County Parkway Springdale, Ohio 45246
Fax: (513) 246-0223 Email: betsy.volk@ohio.doe.gov

Dear Mrs. Volk:

I would like to request a copy of the following records pertaining to a deceased individual:

___ medical records ___ personnel records ___ x-rays ___ radiation exposure records
___ occupational and industrial records

The following information should provide you with everything you need to process this request:

Name: _____ (Please Print) Social Security #: _____

Was Employed By: _____ at: _____

To verify proof of death:

1. ___ I have completed this form

And

2. ___ I have enclosed a document establishing proof of death, such as a death certificate, obituary notice, or similar proof

Please forward the requested records to me at the following address:

Name: _____

Address: _____

I can be reached at _____ if any further information is needed.

Signature: _____ Date: _____